

Town of North Andover Planning Board

Application Check List

1. Three (3) COPIES OF THE APPLICATION time stamped by the Town Clerk.
2. Twelve (12) copies of the plan. Plan at a scale of 1" = 40' and prepared by a certified architect, landscape architect or engineer registered in the Commonwealth of Massachusetts. See appropriate section of the North Andover Zoning Bylaw for more detailed information.
3. Written documentation - legibly written or typed memorandum setting forth in detail all the facts relied upon for submittal of the application.
4. Filing Fee (refer to fee schedule for amount, deposited into General Fund)
3. Outside Consultant Escrow Agreement. Applicant's responsibility to mail copy of plan and submittal to VHB.
 - a. copy of agreement and original check go to Town's Assistant Treasurer
 - b. original in file with 593-Control Account form
 - c. VHB will send out authorization form to be signed by Town Planner to authorize them to start the review of the project.
 - d. VHB bills monthly (original bill, copy of Outside Consultant Escrow Agreement, and memo go to Town's Assistant Treasurer to pay)
4. List of Parties of Interest (abutters) certified by the Assessor's Office. Applicant submits 2 sets of labels and two sets of stamps for each abutter. Plus twelve (12) additional stamps for surrounding Town's.
5. Legal notice (published two weeks in a row) created by Planning Department first notice has to be dated to publish 14 days before public hearing date.
 - a. applicant receives one copy to submit to Eagle Tribune for publication
 - b. copy mailed out to abutters (list of parties interested) and abutting towns
 - c. copy posted at Town Hall (Janet Eaton, Karen Fitzgibbons or Joyce Bradshaw)& (Bernadette Curran)
 - d. copy submitted to all Town Departments through interoffice mail
6. For all applications besides subdivisions a department referral form, plan and copy of application has to be submitted to DPW (Tim Willett & Gene Willis), Fire Department, Building Commissioner (Gerry Brown) & Police with the date of the public hearing and date to provide written comments by. (Usually one week before public hearing date)
7. create folder with one of everything submitted.
8. add item to agenda.

W/attachment Plan regulations effective as of January 1, 2007.

Plan Regulations that will be effective as of January 1, 2007 for all Registries of Deeds.

Appendix B

Plan Regulations

1. **Size of Plan.** Plan sizes shall be a minimum of eight and one-half inches by eleven inches (8 ½" x 11") and a maximum of twenty-four inches by thirty-six inches (25" x 36").
2. **Plan Material.** Plans being presented for recording shall be on linen or polyester film ("mylar"), single matte with a thickness of .003 mils, and must have opacity so as to allow consistent computer scanning and Diazo and microfilm reproduction.
3. **Type of Ink.** All plans shall be prepared using compatible ink with excellent cohesiveness, which will produce a permanent bond and result in a plan with long-term durability. All signatures must be in black India ink or its equal.
4. **Plan Reproductions.** Linen or polyester reproductions shall be accepted for recording provided they contain original signatures and comply with the other requirements for the recording of plans.
5. **Borders.** Each plan shall have three quarter inch (¾") borders.
6. **Size of Letters.** The minimum letter size on plans presented for recording shall be one-eighth (1/8") if free-hand lettering is used and one-tenth inch (1/10") if lettering guides are used.
7. **Graphic Scale.** Each plan presented for recording shall include a graphic scale.
8. **Recitations or Certifications.** Each plan shall have an area reserved to receive planning board recitation or contain a surveyors certification as per Chapter 380, Acts of 1966 (G.L.c.41, s.81x).
9. **"Registry Square."** Each sheet of each plan shall have a three and one-half (3 ½") square.
10. **Certification Clause.** Each plan must contain a certification clause signed by the person preparing the plan stating that he has conformed with the rules and regulations of the Registers of Deeds in preparing the plan.
11. **No Tape or Raised Print.** No tape adhesion or the like shall be placed on any plan presented for recording or registration. Plans presented for recording shall not contain any raised print.

The language ".003 mils" is an apparent scrivener's error in the regulations approved in 1988 which are understood to have established a thickness standard of three thousandths of an inch. The thickness should read ".003 inches" or "3 mils" which are the same thing. The above language will remain, however, until the regulations can be formally amended.